

## **0910.08 Microfilming Records**

Issued January 1, 1994

**SUBJECT:** Microfilming Records.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To inform agencies as to when it may be proper to convert records to microfilm, what the legal requirements are regarding the use of microfilm and to provide procedures that will enable agencies to acquire microfilming services.

**CONTACT AGENCY:** Department of Management and Budget (DMB) - Office Services, State Records Management Services Section  
3405 N. Logan/King Blvd.  
Lansing, Michigan 48913.

**TELEPHONE:** 517/335-9146

**FAX:** 517/335-9218

**SUMMARY:** Agencies may convert official State records from their original paper or digital format to microfilm and dispose of the originals. The microfilmed copy will have the same force and effect as the original and shall be treated as the original in admissibility as evidence. Because microfilm has advantages as well as disadvantages over other methods of retaining records, careful analysis must be made to determine whether or not an agency should convert its paper records or computer data to microfilm. Strict standards, rules and regulations govern microfilm technologies and applications. This procedure assists agencies in determining whether or not to microfilm records and how to properly acquire microfilming services. Records Management Services Section retains review and approval authority over agency acquisition of microfilm services and equipment.

**APPLICABLE FORMS:** DMB-504, Retention and Disposal Schedule.  
DMB-510, Microfilm Job Order Form.

### **PROCEDURES:**

#### **Records Center:**

- Operates a Central Microfilm Lab to provide a full range of source document and computer output microfilm (COM) services. Source document microfilming is creating microfilm images from paper documents through the photo imaging process. COM is the process of converting computer data on magnetic tapes or cartridges to microfilmed images.

#### **Agency:**

- May acquire these and other related microfilming services such as film processing, duplicating, jacket loading and aperture cards from the Central Microfilm Lab of Records Management Services.
- May acquire microfilming services on a charge-back basis.
- May request these services by submitting a Central Microfilm Job Order form (DMB-510) to the Central Microfilm Lab of Records Management Services. Microfilm Job Order forms can be obtained from the Central Microfilm Lab by calling (517) 335-9146.

- In addition to producing original (silver) and duplicate (diaz) microfilm, the Central Microfilm Lab can also help remedy problems that an agency may have with old microfilm that may have been damaged through abuse, poor processing techniques, water damage, mold, etc..
- Also acquire consulting and training services from the Central Microfilm Lab to instruct agency staff in proper microfilming techniques, regulations and quality control.
- May obtain assistance in determining the feasibility and cost-effectiveness of converting records to microfilm by contacting either the Central Microfilm Lab at 335-9146 or a Records Analyst at (517) 335-9145.

General Information:

- All microfilming of State records must be done in accordance with certain standards which have been promulgated as R18.101 - R18.113 of the Michigan Administrative Code.
- No agency is to convert its records to microfilm unless that conversion is provided for on its Retention and Disposal Schedule.
- Price schedules and other information relating to these services can be obtained from the Central Microfilm Lab of Records Management Services.

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